

Weekly Tech Tips

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Did You Know?



You can send e-mails in Outlook to a specific folder the instant you receive them. By using rules with your e-mails, Outlook will sort them as they come in, and put them into the correct folder for you based on the rules you set. This makes it easier to find the e-mails which need immediate attention in your Inbox.

Let Us Reward You!

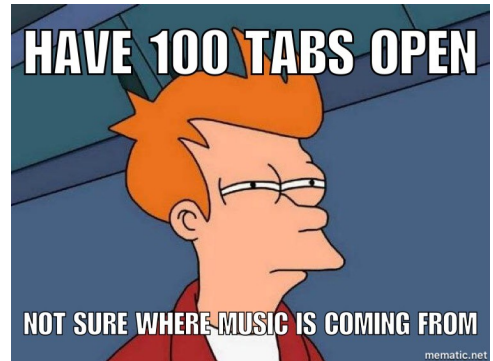
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Multiple Tabs Open in Browser

Many of us utilize multiple tabs in our web browsers every day at work. Instead of closing out of them, we simply open more. This can be useful, but may negatively affect the way your computer performs.

Each open tab requires a certain amount of memory to function properly. When several tabs are open, they take up quite a bit of the computer's memory, or RAM (random access memory). This explains why you might see a slowing of pages loading when switching between multiple tabs. The problem should resolve itself when you reduce the number of open tabs.

Although TOO many tabs open can be a bad thing, some people still need to have several open during the day for work programs.



If this is the case, and you need to switch quickly between them, press **Ctrl + Tab** to toggle from tab to tab. **Ctrl + Shift + Tab** will toggle in reverse order.

You can also press **Ctrl + #** (1, 2, 3, 4, etc.) to go to the tab you'd like. For example, if you have five tabs open, press **Ctrl + 3** to take you to the third tab. When a tab is accidentally closed, press **Ctrl + Shift + T** to reopen it (this only works for recently closed tabs).

Keyboard Shortcuts

Microsoft Windows Keyboard Shortcuts

- To refresh the active window, press **Ctrl + R**
- To open the task manager, press **Ctrl + Shift + Esc**
- To select more than one item in a window, or to select text in a document, press **Shift + any arrow key**

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